NASA-CR-195969

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12077
P_106

T U N S

System Screen Design

September 10, 1986

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Information Systems & Networks Corporation

CONTENTS

The first section of this binder contains a brief summary of the menu structure planned for the TUNS system. Along with each menu selection is an indication of whether the functionality is planned for implementation in Phase I or Phase II.

The second section of the binder contains copies of all menus and most of the data entry screens planned for the demonstration system.

ORIGINAL PAGE IS
OF POOR QUALITY

TUNS MENU STRUCTURE

09/08/86

INITIAL MENU

1.	Office Automation User Support	(Screen 1)
2.	Office Automation General Support	(Screen 2)
3.	New Technology	(Screen 3)
4.	IAC Customer Support	(Screen 4)
5.	TU Program/Project Management	(Screen 5)
6.	On-Line Training	(Screen 6)
7.	System Administration	(Screen 7)

OFFICE AUTOMATION USER SUPPORT

1

1.	TU Electronic Mail	(Stub record)
2.	Personal Calendar	(link to Sidekick)
3.	Office Calendar	(link to Sidekick)
4.	TU Bulletin Board	(Stub record)
5.	Who and Where Directories	(Screen 1.5)
6.	Notepads	(Link to Sidekick)

WHO AND WHERE DIRECTORIES

1.5

1.	TU Team Members	(Screen 1.5.1)
2.	Expert Referral Listing	(Stub record)
3.	Online Database	(Stub record)
4.	Application Projects	(Stub record)
5.	Marketing/Training Materials	(Stub record)

TU TEAM MEMBERS

1.5.1

1.	Browse Team Member List	(Link to nasa06)
2.	Update Team Members	(Link to nasa03)

OFFICE AUTOMATION GENERAL SUPPORT

2

1.	Communications	(Link to Smartcom)
2.	Conferencing	(Stub record)
3.	Word Processing	(Link to Word Perfect)
4.	Database	(Stub record)
5.	Spreadsheet	(Link to LOTUS)
6.	Graphics	(Stub record)

NEW TECHNOLOGY

3

1.	Forms	(Screen 3.1)
2.	Contract Administration	(Screen 3.2)
3.	Tracking	(Screen 3.3)
4.	Reporting	(Screen 3.4)
5.	Supporting Databases	(Screen 3.5)

FORMS

3.1

1.	New Technology Report	(Screen 3.1.1)
2.	Tech Brief	(Screen 3.1.2)
3.	Tech Support Package	(Link to word processing)
4.	Spinoff Article	(Link to word processing)

NEW TECHNOLOGY REPORT

3.1.1

1.	Browse NTR Index	(Link to nasa06)
2.	Key Word Search of Title	(Link to)
3.	Key Word Search of Text	(Link to)
4.	Update NTR Items	(Link to nasa03)
5.	Print NTR Items	(Link to)
6.	Transmit/Receive NTR Item	(Stub record)
7.	Mark for Archiving	(Link to nasa05)
8.	Delete NTR Item	(Link to nasa04)

TECH BRIEF

3.1.2

1.	Browse NTR Index	(Link to nasa06)
2.	Update Tech Brief	(Link to nasa03)
3.	Transmit Tech Brief to LTS	(Stub record)
4.	Transmit Tech Brief to STIF	(Stub record)

CONTRACT ADMINISTRATION

3.2

1.	Browse Active Contract/Grant Index	(Link to nasa06)
2.	Update Contracts/Grants	(Link to nasa03)
3.	Contract Correspondence	(Screen 3.2.4)
4.	Mark Contracts/Grants for Archiving	(Link to nasa05)
5.	Delete Contract/Grant	(Link to nasa04)

CONTRACT CORRESPONDENCE

3.2.4

1.	Generate Standard Correspondence	(Link to)
2.	Update Correspondence Status	(Link to nasa03)
3.	Create Letter not in Std. Library	(Link to wp.)

TRACKING

3.3

1.	Browse NTR Index	(Link to nasa06)
2.	Update NTR Tracking Information	(Link to nasa03)
3.	Print NTR Tracking Information	(Link to)

REPORTING

3.4

1.	Headquarters Contract Reports	( )
2.	TUO Contract Reports	( )
3.	Backlog of Items at SRI	( )
4.	Backlog of Items at LTS	( )
5.	Award Status	( )
6.	Patent Status	( )
7.	Statistical Reports	( )
8.	NTR History Report	( )
9.	Other Milestone Reports	( )

SUPPORTING DATABASES

3.5

1.	Contractors	(Screen 3.5.1)
2.	Innovators	(Screen 3.5.2)
3.		
4.		
5.		

CONTRACTOR DATABASE

3.5.1

1.	Browse Contractors	(Link to nasa06)
2.	Update Contractor Information	(Link to nasa03)
3.	Print Contractor Information	(Link to)
4.	Mark Contractor for Archiving	(Link to nasa05)
5.	Delete Contractor	(Link to nasa04)

INNOVATOR DATABASE

3.5.2

1.	Browse Innovators	(Link to nasa06)
2.	Update Innovator Information	(Link to nasa03)
3.	Print Innovator Record	(Link to)
4.	Mark Innovator for Archiving	(Link to nasa05)
5.	Delete Innovator	(Link to nasa04)

IAC CUSTOMER SUPPORT

4

1.	Online Searching	(Screen 4.1)
2.	Sort-Aid	(Link to sort-aid)
3.	Expert Problem Referral	(Stub record)
4.	Marketing	(Stub record)
5.	Customer Request Tracking	(Stub record)
6.	Generate Cust. Corresp/Follow-up	(Stub record)
7.	Prepare Cost Proposals	(Stub record)
8.	Prepare Purchase Orders	(Stub record)
9.	Prepare Customer Product	(Stub record)
10.	Order and Distribute Documents	(Stub record)
11.	Invoicing	(Stub record)
12.	Generate Management Reports	(Stub record)

ONLINE SEARCHING

4.1

1.	Through Gateway	(Stub record)
2.	Direct Dial	(Link to Smartcom)

TU PROGRAM/PROJECT MANAGEMENT

5

1.	Application Project Management	(Stub record)
2.	Budget Preparation/Transmit/Receive	(Stub record)
3.	Generate HQ Management Reports	(Stub record)
4.	Generate TUO Management Reports	(Stub record)
5.	Generate IAC Management Reports	(Stub record)

ON-LINE TRAINING

6

1.	TU Program Orientation	(Stub record)
2.	TUNS System Training	(Stub record)
3.	IAC Customer Support Orientation	(Stub record)
4.	Office Automation Orientation	(Screen 6.4)

OFFICE AUTOMATION ORIENTATION

6.4

1.	Word Processing	(Stub record)
2.	Spreadsheets	(Stub record)
3.	Database	(Stub record)
4.	Graphics	(Stub record)
5.	Communications	(Stub record)
6.	Electronic Mail	(Stub record)
7.	Calendars	(Stub record)
8.	Bulletin Board	(Stub record)

SYSTEM ADMINISTRATION

7

1.	TUNS System Backup	(Stub record)
2.	Menu Maintenance	(Screen 7.2)
3.	Password Maintenance	(Screen 7.3)
4.	Help System Maintenance	(Stub record)
5.	Corresp. Std. Library Maintenacne	(Stub record)
6.	Set System Parameters	(Stub record)
7.	Pack Database	(Link to nasa02)
8.	Retrieve Archival	(Link to)
9.	Archive	(Link to)

MENU MAINTENANCE

7.2

1.	Browse Menu Selections	(Link to nasa06)
2.	Update Menu Selections	(Link to nasa03)
3.	Print Menu Selections	(Link to)
4.	Delete Menu Selections	(Link to nasa04)

PASSWORD MAINTENANCE

7.3

1. Browse User Ids (Link to nasa06)
2. Update User Ids (Link to nasa03)
3. Delete User Ids (Link to nasa04)

Enter your user identification: nasa

9/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

ENU0 MAIN MENU

1. Office Automation User Support

2. Office Automation General Support

3. New Technology

4. IAC Customer Support

5. TU Program / Project Management

6. On-line Training

7. System Administration

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

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09/09/86          TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS)          Ver 1.0
MENU1                    OFFICE AUTOMATION USER SUPPORT MENU
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1. TU Electronic Mail

2. Personal Calendar

3. Office Calendar

4. TU Bulletin Board

5. Who and Where Directories

6. Notepads

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

TU Bulletin Board

You have selected the TU Bulletin Board which is not currently operational.

At the time it becomes available it will electronically post messages, notices, and items of general interest to members of the Technology Utilization network. HQ will be responsible for the deletion of items which are no longer applicable.

A section of the Bulletin Board will be a TU calendar which will be used to post meetings, conferences, and similar events of interest to the TU family.

ess any key to continue...

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MENU15 WHO AND WHERE DIRECTORIES MENU

1. TU Team Members

2. Expert Referral Listing

3. Online Databases

4. Application Projects

5. Marketing / Training Materials

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

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09/05/86        TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS)        Ver 1.0
MENU151                        TU TEAM MEMBERS MENU
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1. Browse Team Member List

2. Update Team Members

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          Use cursor keys to select option, then press <Enter>
            Use <ESC> for previous menu, <Home> for main menu
```

Expert Referral Listing

You have selected Expert Referral Listing which is not operational at this time.

When available, this application assists you in securing a listing of expert technical, scientific, and management Nasa personnel. It will provide a "Rolodex" type index, permitting you to search by topic or name for the person or people knowledgable in a specific field.

ess any key to continue...

Online Databases

You have selected Online Databases, which is not currently operational.

When it is, it will provide a list and description of online databases which are available within the TU family. These databases are used for key-word searches of technical abstracts. Examples of databases included in this application are:

- NASA/RECON database
- DIALOG database

ss any key to continue...

Application Projects

You have selected Application Projects which is not operational at this time.

This selection will give a listing of application projects resulting from NTR items by name, accompanied by a brief description, and will provide a point of contact for each.

ess any key to continue...

Marketing / Training Materials

You have chosen Marketing/Training Materials, an option that is presently not available on this demonstration system.

When operational, this option will contain a list of marketing and training materials available for use by the TU family. This list will identify material titles, types (i.e., video, printed, etc.), points of contact for ordering, short descriptions, and costs.

ess any key to continue...

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MENU2 OFFICE AUTOMATION GENERAL SUPPORT MENU

1. Communications

2. Conferencing

3. Word Processing

4. Database

5. Spreadsheet

6. Graphics

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

Conferencing

This office automation option, Conferencing, is not operational at this time.

It will establish a communication to a central computer in a conference mode.

ess any key to continue...

Database

This selection, when operational, will activate the dBase III database management system. It has been disabled for this demonstration model.

ess any key to continue...

Graphics

You have selected Graphics which is not operational at this time.

When functional, this selection will allow you to create simple drawings and schematics which can then be printed for incorporation into a final document.

Graphics you can create using this package include:

- o circles
- o boxes
- o lines
- o arcs

ess any key to continue...

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MENU3 NEW TECHNOLOGY MENU

1. Forms

2. Contract Administration

3. Tracking

4. Reporting

5. Supporting Databases

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0
MENU31 FORMS MENU

1. New Technology Report

2. Tech Brief

3. Technical Support Package

4. Spinoff Article

Use cursor keys to select option, then press <Enter>
Use <ESC> for previous menu, <Home> for main menu

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU311 NEW TECHNOLOGY REPORT MENU

1. Browse NTR Index

2. Keyword Search of Titles

3. Keyword Search of Text

4. Update NTR Items

5. Print NTR Items

6. Transmit / Receive NTR Items

7. Mark NTR Items for Archiving

8. Delete NTR Item

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

Keyword Search of Titles

You have selected the Key Word Search function for titles, a selection not currently operational.

This option will perform a full text search of the New Technology Item titles in the database at the site to which the computer is connected or located. The search is based on a key word entered by the researcher.

ess any key to continue...

Keyword Search of Text

You have selected the Key Word Search Text, a selection not currently operational.

This option will perform a full text search of novelty, problem, and solution entries of the New Technology Items. This is a site-specific search, meaning it can only search the databases of the site to which the computer is connected or located.

ess any key to continue...

NTR ITEM SCREEN

'MMMM

NTR ITEM NUMBER	CONTRACT NUMBER	NTR ITEM DATE	STAGE OF DEVELOPMENT
NSA-12345	CONT-1234	09/04/86	1

TITLE

Title of the NTR Item

INNOVATORS' SOCIAL SECURITY NUMBER

(1)	123-34-456	(2)	123-45-6676
(3)	345-66-7689	(4)	- -
(5)	- -		

ntract not on file - edit file (Y/N) ? N

NTR ITEM SCREEN Page 2 of 5

NTR ITEM NUMBER NSA-12345

Title of the NTR Item

NOVELTY

novelty line 1 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

novelty line 2

novelty line

xx

xx .

xx

xx

xx

xx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

ITR ITEM NUMBER NSA-12345

Title of the NTR Item

PROBLEM

xxxxxx problem lines xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xx
xx
xx
xx .
xx
xx
xx
xx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

ITR ITEM NUMBER NSA-12345

Title of the NTR Item

SOLUTION

solution entry lines

NTR ITEM NUMBER NSA-12345

Title of the NTR Item

REFERENCES

xxxxxxxxx references entry lines xxxxxxxxxxxxxxxxxx
xx
xx
xx
xx .
xx
xxx
xx
xx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Transmit / Receive NTR Items

You have selected the function that will enable you to send and receive TU forms and documents from one location to another. It is not presently operational. When it is, this screen will ask you to fill out information concerning where the form/document is coming from or going to, and then the text will be transmitted.

Items you will be asked to identify on transmit include:

- o NTR item to be transmitted
- o recipient of the transmission
- o reason for transmission

Items to identify on receiving include:

- o NTR item to be recieved
- o nature of item

ess any key to continue...

09/09/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU312 TECH BRIEF MENU

1. Browse NTR Index

2. Update Tech Brief

3. Transmit Tech Brief to LTS

4. Transmit Tech Brief to STIF

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

Transmit Tech Brief to LTS

This selction is not operational at this time.

When operational it will link via Smartcom to the LTS and will transmit the specified Class I Tech Brief draft for rewrite and inclusion in the Tech Briefs magazine.

ess any key to continue...

Transmit Tech Brief to STIF

When this function is operational it will transmit to the STIF those NTR items classified as Class 2 or 3 for inclusion in the NASA RECON database. The NTR is rewritten in Tech Brief format prior to storing it in the database.

ess any key to continue...

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU32 CONTRACT ADMINISTRATION MENU

1. Browse Active Contract/Grant Index

2. Update Contracts / Grants

3. Contract Correspondence

4. Mark Contracts / Grants for Archiving

5. Delete Contract / Grant

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

NEW TECHNOLOGY CONTRACT/GRANT SCREEN

CONTRACT NUMBER: ANYTHING

his record does not exist ... do you wish to add it ? Y

reating / Updating

NEW TECHNOLOGY CONTRACT/GRANT SCREEN Page 1 of 3

CONTRACT NUMBER: ANYTHING AWARD DATE: 12/15/84

COMPLETION DATE: 12/01/88

AMOUNT: $111,111,111.11

TITLE: Contract Title

TYPE (C = Contract, G = Grant): C DATE CLOSED: / /

CONTRACTOR/UNIVERSITY CODE: 12345

NTR CLAUSE INCLUDED: Y DATE OF CLAUSE: 04/01/84

PATENT RIGHTS CLAUSE INCLUDED: N DATE OF CLAUSE: / /

CONTRACT NUMBER: ANYTHING

Contract Title

CONTRACTING OFFICER:

NAME: Contracting Officer
MAIL CODE: xyzzy
TELEPHONE: (301) 654-8180 E.

GOVERNMENT TECHNICAL REPRESENTATIVE:

NAME: COTR
MAIL CODE: pugh
TELEPHONE: (202) 987-1234 E. 2323

CONTRACT NUMBER: ANYTHING

Contract Title
DDDD

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU324 CONTRACT CORRESPONDENCE MENU

1. Generate Standard Correspondence

2. Update Correspondence Status

3. Create Letter not in Standard Library

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

NEW TECHNOLOGY CONTRACT/GRANT SCREEN

CONTRACT NUMBER: ANYTHING

.rking for archive

NEW TECHNOLOGY CONTRACT/GRANT SCREEN Page 1 of 3

CONTRACT NUMBER: ANYTHING AWARD DATE: 12/15/84

COMPLETION DATE: 12/01/88

AMOUNT: $111,111,111.11

TITLE: Contract Title

TYPE (C = Contract, G = Grant): C DATE CLOSED: / /

CONTRACTOR/UNIVERSITY CODE: 12345

NTR CLAUSE INCLUDED: Y DATE OF CLAUSE: 04/01/84

PATENT RIGHTS CLAUSE INCLUDED: N DATE OF CLAUSE: / /

you wish to archive this record (Y/N) ? N

PRECEDING PAGE BLANK NOT FILMED

NEW TECHNOLOGY CONTRACT/GRANT SCREEN

MMMM

NEW TECHNOLOGY CONTRACT/GRANT SCREEN Page 1 of 3

CONTRACT NUMBER: ANYTHING AWARD DATE: 12/15/84

COMPLETION DATE: 12/01/88

AMOUNT: $111,111,111.11

TITLE: Contract Title

TYPE (C = Contract, G = Grant): C DATE CLOSED: / /

CONTRACTOR/UNIVERSITY CODE: 12345

NTR CLAUSE INCLUDED: Y DATE OF CLAUSE: 04/01/84

PATENT RIGHTS CLAUSE INCLUDED: N DATE OF CLAUSE: / /

o you wish to permanently delete this record (Y/N) ? N

PRECEDING PAGE BLANK NOT FILMED

NEW TECHNOLOGY CONTRACT/GRANT SCREEN

MMMM

09/09/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU33 TRACKING MENU

1. Browse NTR Index

2. Update NTR Tracking Information

3. Print NTR Tracking Information

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU34 REPORTING MENU

1. Headquarters Contract Reports
2. TUO Contract Reports

3. Backlog of Items at SRI
4. Backlog of Items at LTS

5. Award Status
6. Patent Status

7. Statistical Reports

8. NTR History
9. Other Milestone Reports

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU35 SUPPORTING DATABASES MENU

1. Contractors

2. Innovators

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0
MENU351 CONTRACTORS MENU

1. Browse Contractors

2. Update Contractor Information

3. Print Contractor Information

4. Mark Contractor for Archiving

5. Delete Contractor Information

Use cursor keys to select option, then press <Enter>
Use <ESC> for previous menu, <Home> for main menu

CONTRACTOR/UNIVERSITY IDENTIFICATION SCREEN

CONTRACTOR/UNIVERSITY CODE: 12345

is record does not exist ... do you wish to add it ? Y

eating / Updating

CONTRACTOR/UNIVERSITY IDENTIFICATION SCREEN

CONTRACTOR/UNIVERSITY CODE: 12345

NAME: University of Southern Okla.

ADDRESS: 1234 May Avenue

CITY: Oklahoma City

ST: OK ZIP: 22012

GENERAL POINT OF CONTACT NAME: Sam Jones

TELEPHONE: (405) 234-1233 E. 4555

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU352 INNOVATORS MENU

1. Browse Innovators

2. Update Innovator Information

3. Print Innovator Information

4. Mark Innovator for Archiving

5. Delete Innovator

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

INNOVATOR INPUT SCREEN

SN [redacted]

his record does not exist ... do you wish to add it ? Y

reating / Updating

INNOVATOR INPUT SCREEN

MMMM

09/09/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU4 IAC CUSTOMER SUPPORT MENU

1. Online Searching
2. Sort-Aid

3. Expert Problem Referral

4. Marketing

5. Customer Request Tracking
6. Generate Cust. Correspondence/Follow-Up
7. Prepare Cost Proposals
8. Prepare Purchase Orders
9. Order and Distribute Documents
10. Invoicing
11. Generate Management Reports

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

09/09/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU41 ONLINE SEARCHING MENU

1. Through Gateway

2. Direct Dial

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

Expert Problem Referral

You have selected the Expert Problem Referral function from the IAC Customer Support menu. When operational, it will be used to identify individuals within the expert community who have been sent specific problems for their review and analysis and to track the status of that review.

ress any key to continue...

Marketing

You have chosen the Marketing function from the Customer Support menu. This selection is currently not operational.

When it is available it will contain marketing contacts for the IAC services and will identify marketing tools and resources available to the IAC.

-ess any key to continue...

Customer Request Tracking

You have selected Customer Request Tracking, a function that is not currently operational.

This function will be used to track the IAC customer requests to include:

- o initial request date
- o initial request item
- o search completion date
- o search completion costs
- o further search request date
- o further search request item
- o final search completion cost
- o final search completion date
- o date sent to customer

ess any key to continue...

Generate Cust. Correspondence/Follow-Up

This function is not currently operational.

At the time it is, it will contain a library of correspondence (standard letters) used by the IAC in their customer support actions. It will also allow the user to generate standard letters based on the status of the customer file.

ress any key to continue...

Prepare Cost Proposals

You have selected Prepare Cost Proposal from the IAC Customer Support menu. This function is not currently operational.

This function will provide a skeleton of a cost proposal commonly used by the IAC. The user can fill in the fields through the use of a word processor and/or spreadsheet function.

ress any key to continue...

Prepare Purchase Orders

This selection, Prepare Purchase Orders, is not operational at this time.

When it is, the first page of a purchase order will be brought onto the screen and the user will be prompted to fill in the blanks. If mistakes are made they can be easily edited. Once this page is complete, the next page of the Purchase Order will automatically be presented on the screen.

A print-out of this form can then be produced with the pressing of a key.

ress any key to continue...

Prepare Customer Product

You have selected the above function which is not available at this time.

When operational, this selection will link to a word processing formatted screen which will contain a skeletion of the final customer report.

ress any key to continue...

Order and Distribute Documents

You have selected the above function which is not available at this time.

When operational, this selection will provide an inventory control function. It will store information concerning customer orders for documents as they are received, filled, and distributed.

ress any key to continue...

Invoicing

The Invoicing function which you just selected from the Customer Support menu is not operational at this time.

It will prepare invoices based on documents purchased and searches requested by a customer.

'ress any key to continue...

Generate Management Reports

This selection is not operational at this time.

It will generate IAC Customer Service Management reports which recur on a regular basis.

ress any key to continue...

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU5 TU PROGRAM / PROJECT MANAGEMENT MENU

1. Application Project Management

2. Budget Preparation / Transmit / Receive

3. Generate Headquarters Management Reports

4. Generate TUO Management Reports

5. Generate IAC Management Reports

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

Application Project Management

You have selected Application Project Management, a function that is not currently operational.

It will provide the TU project manager with a project management program designed to assist in the monitoring of the commercial applications resulting from New Technology reporting.

Press any key to continue...

Budget Preparation / Transmit / Receive

You have selected Budget Preparation, a selection which is not presently operational.

When functioning, it will provide the user with Lotus 123, an electronic spreadsheet application. Preformatted worksheets, which will list budget line items and provide for column calculation, will be available for use in preparing the budget submissions.

ress any key to continue...

Generate Headquarters Management Reports

You have selected Generate Headquarters Mgmt Reports which is not operational at this time.

This function will be used to automatically generate reports which are required by HQ on a regular basis.

'ress any key to continue...

Generate TUO Management Reports

You have selected the Generate TUO Management Reports function, a selection that is not operational at this time.

This selection will generate TUO status/operational reports which are required on a regular basis by TUO management.

Press any key to continue...

Generate IAC Management Reports

This selection, when operational, will be used to generate standard reports required by IAC management on a regular basis.

Press any key to continue...

09/05/86 TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS) Ver 1.0

MENU6 ON-LINE TRAINING MENU

1. TU Program Orientation

2. TUNS System Training

3. IAC Customer Support Orientation

4. Office Automation Orientation

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

TU Program Orientation

When this selection is operational, it will provide a new user with a general orientation to the TU program. It will list or link to TU supporting materials including standards and procedures.

Press any key to continue...

TUNS System Training

When this selection is fully operational, it will provide the TU user with a description of the functions of the TUNS system and will specify in detail the access procedures of the various components of the system. Refer to the User's manual for additional details.

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IAC Customer Support Orientation

This function, when operational, will provide an on-line orientation to persons not familiar with the functions of IAC Customer Support. It will include an overview of the IAC operation, will list IAC Customer Support policy and procedures standards, and will identify automated support provided by the TUNS system and by the IAC itself.

Press any key to continue...

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09/05/86          TECHNOLOGY UTILIZATION NETWORK SYSTEM (TUNS)          Ver 1.0
MENU64                  OFFICE AUTOMATION ORIENTATION MENU
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1. Word Processing
2. Spreadsheets
3. Database
4. Graphics
5. Communications
6. Electronic Mail
7. Calendars
8. Bulletin Board

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            Use cursor keys to select option, then press <Enter>
              Use <ESC> for previous menu, <Home> for main menu
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Word Processing

When this option is operational it will provide you with a training tutorial on a word processing package called "Word Perfect".

Word processing is text manipulation, whether by hand, on a typewriter, or on a computer. The main purpose of computerized word processing is efficient documentation production.

A word processor is in some ways like a sophisticated typewriter. But there are many things word processing can do that typewriters cannot, the most important being the indefinate storing of text. This text can be moved around as needed. Characters can be added or removed to correct errors one character at a time, or by paragraphs, or entire chapters. A word processor can also manage a wide range of functions, from the movement of characters within text to more complex functions such as automatic creation of a table of contents.

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Word Processing

Below are some of the features unique to the Word Perfect word processing package. For further information see the Word Perfect user's manual.

- Format line lets you change margins, tabs, and spacing
- Easy centering of text both vertically and horizontally
- Auto bolding and underlining
- Changing small letters to all caps and visa versa
- Vertical as well as horizontal line drawing
- Automatic insertion of current date
- View two documents on the screen at one time
- Delete, move, copy and perform others edits on block of text
- Spell Check checks spelling and lists alternate spellings
- Automatic footnote and page numbering
- Create newspaper-style or parallel columns
- Merge a letter with many different names and addresses
- Store often used letters, and pause so you can "fill in the blanks"

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Spreadsheets

At this time, this selection is not available. When operational, it will present you with a training tutorial on an electronic spreadsheet called Lotus 123.

This spreadsheet is similiar to a financial ledger sheet - it's ruled into rows and columns. Each of the spaces in the worksheet (called cells) can store a piece of information: a number, letters, words, or an instruction to calculate a value.

Features particular to the Lotus spreadsheet are listed below. For additional information, refer to the Lotus 123 users' manual.

- A brief description of each available command appears on the screen
- Applying of commands to a single cell or to a group of cells

ress any key to continue...

- Ability to print all or only part of a spreadsheet
- Macro ability which allows you to tie a series of frequently used keystrokes to a letter key
- A help capability gives you information at any time
- Locking the titles so that they are always visible
- Formulas are written to perform simple and intricate calculations
- Copying of formulas to other locations
- All or part of a spreadsheet can be incorporated into another worksheet

-ess any key to continue...

- The graph capability can turn rows or columns into several kinds of graphs, which can then be printed

- The database management capability of Lotus is a record keeping tool which allows you to organize, search, and display information

'ress any key to continue...

Database

You have selected database management training, a selection currently unavailable. When operational, this selection will provide a tutorial on dBase III Plus functions.

A database is an organized collection of related information or data. A telephone book is a database. When a database is located on a computer, you use a database management system to look up information. The database management system you will be learning to use is called dBase III Plus. It's a program that lets you display, change, find, rearrange, analyze, relate, and print any data from the database your computer uses.

ress any key to continue...

Features that dBase III Plus employs are listed below. For further information, consult the dBase III Plus users' manual.

- The Assistant, which is an on-line help system that helps you use dBase III Plus without knowing a programming language
- Creation of custom data entry forms
- Adding data to database files
- Displays and prints your database file
- Get help information regarding your current menu selection
- Display, add, edit, update, and delete records

ress any key to continue...

Graphics

You have selected Graphics which is not operational at this time.

When functional, this selection will allow you to create simple drawings and schematics which can then be printed for incorporation into a final document.

Graphics you can create using this package include:

- o circles
- o boxes
- o lines
- o arcs

ress any key to continue...

Communications

You have selected Communications, an option not presently available.

When operational, this selection will link to the Smartcom tutorial, which will explain the way to establish communication between your IBM and other computers, mainframes, bulletin boards, and information services.

With this communication package you can:

- print or record to disk incoming data
- send and receive files
- connect directly, without a modem, to other computers
- set up communication sessions to be executed automatically at a specified time

ess any key to continue...

Electronic Mail

This option is currently unavailable. When operational it will explain an electronic mail package designed to aid in improving office communication. Its features include:

- o create messages that can be sent to one or more system users
- o locate anyone on the system or network for delivery of mail items
- o send mail items to a distribution list of users, then store the list for future use
- o send "pink-slip" phone messages to another person
- o send invitations to a single user or to a distribution list
- o security options determine access rights

The program used is called E-Mail, the electronic mail system available to NASA users through the Lawrence Livermore network.

ress any key to continue...

Calendars

Calendars provides you with the ability to schedule appointments for yourself or for those who have given you access to do so. You can secure a print out of a selected day or of all appointments in your Calendar.

At the present time, TUNS utilizes the Sidekick calendar package to provide personal and local calendars. For more information and instructions for usage, see the Sidekick users' manual.

ress any key to continue...

Bulletin Board

This selection is not currently operational.

Just like the bulletin board in your office, this electronic bulletin board will post upcoming events and information of interest for the TU family. Data can be entered from any site and will remain within the system for a defined period of time.

The bulletin board used for TUO is called ------. For further information on how to use this application, refer to the ------.

ress any key to continue...

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MENU7 SYSTEM ADMINISTRATION MENU

1. TUNS System Backup

2. Menu Maintenance
3. Password Maintenance

4. Help System Maintenance
5. Correspondence Std. Library Maintenance

6. Set System Parameters

7. Pack and Reindex TUNS Databases
8. Archive Marked Records
9. Restore Archived Records

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

TUNS System Backup

The backup function is not operational at this time.

It will be a utility program(s) to aid the System Administrator in creating backup copies of the data in the TUNS system and in the restoration of these backup files.

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MENU72 MENU MAINTENANCE MENU

1. Browse Menu Selections

2. Update Menu Selections

3. Print Menu Selections

4. Delete Menu Selection

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

MENU SELECTION DEFINITIONS

enu name: MENU4 Sequence number: 1

ow: 6 Column: 20

election description: Bibliographic Searching

ype of action: S (M=menu, D=do dBase program, R=run DOS command
B=back to previous menu, Q=exit to DOS)

ransfer control to user directory first ? (Y or N) N

enu/dBase program/DOS command/batch file: STUB4

arameter 1: 41 Parameter 2:

arameter 3: Parameter 4:

MENU SELECTION DEFINITIONS

enu name: MENU1 Sequence number: 1

ow: 6 Column: 20

election description: TU Electronic Mail

ype of action: D (M=menu, D=do dBase program, R=run DOS command
B=back to previous menu, Q=exit to DOS)

ansfer control to user directory first ? (Y or N) N

enu/dBase program/DOS command/batch file: DUMMY.PRG

rameter 1: Parameter 2:

rameter 3: Parameter 4:

you wish to permanently delete this record (Y/N) ? N

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MENU73 PASSWORD MAINTENANCE MENU

1. Browse User Ids

2. Update User Ids

3. Delete User Id

Use cursor keys to select option, then press <Enter>

Use <ESC> for previous menu, <Home> for main menu

ENTER USER ID'S AND INITIAL MENUS

ser ID: EMM

ser name: elaine mccarty

nitial menu: MENU0

ser directory:

ENTER USER ID'S AND INITIAL MENUS

ser ID: EMM

ser name: elaine mccarty

itial menu: MENU0

ser directory:

you wish to permanently delete this record (Y/N) ? N

Help System Maintenance

Help System Maintenance is not currently operational.

It will link to programs designed to allow the System Administrator to modify the "help" descriptions associated with specific functions of TUNS as well as tailor the system nomenclature to the users' requirements.

ess any key to continue...

Correspondence Std. Library Maintenance

This selection, when fully operational, will allow System Administrators to add and modify standard letters/memos used by the TUNS system.

-ess any key to continue...

Set System Parameters

When this function is fully operational it will be used by the System Administrator to establish site-specific PC configurations. This will include specifying types of printers, storage devices, paths, etc.

ess any key to continue...

Archive Marked Records

!MMMM

Restore Archived Records

You have selected the Archive option which is not operational at the present time.

It will take the records marked for archival and copy them to a diskette. It will then delete the records from the active database.

-ess any key to continue...